

SoSe-2021 Peer-Tutor Offering in English

One-to-one peer-tutoring consultation sessions are now available for students who need to write their assignments in **English**. The consultation sessions will take place thrice a month, on **Tuesdays**, and will be conducted by your peer-tutor **Rhituparna Chakraborty**.

How do I book a consultation session?

Simply type your name on a preferred slot in this sheet [Google Drive Link](#) (alternatively: <https://tinyurl.com/3n4vkdms>) and that's it. The Zoom meeting link and password is mentioned in the sheet.

And show up during the allocated day/time on Zoom.

I see only half-hour slots. But I may require more time for my session.

In case you feel you need around 45 minutes to an hour of consultation time, just feel free to type your name in **two consecutive half-hour slots**.

I have not yet begun my writing. Can I still book a session?

If you don't have an initial text, and do not even know where to begin from (Yes, generating idea around an academic essay can be challenging!), then just drop in to the consultation session with a clean slate, and with zero preparation!

But if you want, you can also send in an initial text, or a short description of the writing challenge you are facing via email to rhituparna.chakraborty@uni-potsdam.de. However, sending an email with an initial text or writing challenge is **not mandatory**.

If you wish, you may also want to keep the assignment details handy – as provided by your professor on Moodle. Again, this is **not mandatory**.

How do I cancel or reschedule an already booked slot?

For cancellations, just delete your name from the cell (make sure the cancelled cell is empty and greyed out so that another student can book the empty slot in your place).

For rescheduling, delete your name from one slot and type your name in another slot as per your date/time preference (make sure the cancelled cell is empty and greyed out).

Please **do not** send emails for cancellations or rescheduling.

Manual error: Please be careful not to delete any other student's name by mistake. In case of such error, click Undo (Ctrl+Z).

Cut-off time: Unless it is an emergency, preferred cut-off for cancellations/rescheduling should ideally be by Sunday evening at the latest, so that other students have a day in between to book the cancelled empty slot if required.